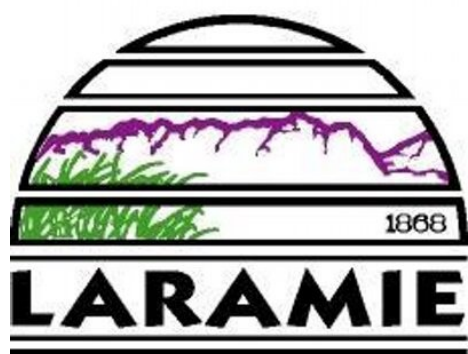


**REQUEST FOR
PROPOSALS**

BACKGROUND INVESTIGATION SERVICES



CITY OF LARAMIE

Release Date: December 8, 2022
Responses Due: January 12, 2023, 4:00 p.m.

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Introduction

The City of Laramie (the City) is requesting proposals from interested and qualified organizations, firms, or consulting services to establish a contract(s) for **Background Investigation Services**.

Proposals shall be received by the City of Laramie no later than 4:00 p.m. on Thursday, January 12, 2023.

Proposals shall be submitted to Brian Browne, Chief of Police, via email at bbrowne@cityoflaramie.org.

Background Information

The City of Laramie, the Gem City of the Plains, home of the University of Wyoming, WyoTech and Albany County's branch of Laramie County Community College, is a community of over 33,000 people. The City of Laramie employs over 275 employees in the following departments:

- **Administrative Services** (including Accounting and Finance, Utility Billing, and Municipal Court)
- **City Attorney's Office**
- **City Manager's Office** (including Building Department, Code Administration and Enforcement, Information Technology, Planning, Grants, Community Initiatives, Natural Resources, and City Clerk)
- **Fire & EMS (with service to all of Albany County (over 4,200 sq. miles))**
- **Human Resources**
- **Parks & Recreation**
- **Police (including E911, Dispatch and Records)**
- **Public Works**

The City provides a full range of employee benefit programs, including health and life insurance, paid leave, retirement, as well as wellness benefits. Optional insurance programs and flexible benefits are available as well.

Goals and Objectives

The City of Laramie invites qualified organizations or consulting services to submit a proposal for performing pre-employment background investigation services for the Laramie Police Department. The successful proposer shall provide a process to ascertain if candidates for employment and the qualifications and personal history stated by the candidates are as claimed/portrayed.

The City reserves the right to award more than one contract for the services specified herein in order to ensure the continuing ability to obtain timely and accurate background investigations of candidates for employment.

Pre-employment background investigations shall be consistent with the guidelines set forth in:

- Wyoming Statutes Title 9 (Administration of the Government § 9-1-704)
- Wyoming Peace Officer Standards and Training (POST) Requirements
- City of Laramie, Wyoming, Police Department Civil Service Rules
- Laramie Police Department General Orders

The successful proposer shall perform the investigations and provide the required reports and forms within four to six weeks of receipt of the request, unless the City grants an extension.

A comprehensive background investigation file shall include a detailed report summarizing all findings and reports of each applicant's background and eligibility based on City of Laramie hiring requirements, Wyoming POST standards, and the aforementioned-referenced codes and regulations. Though not solely completed by the proposer, a Laramie Police Department background investigation report will, at a minimum, address the following areas:

1. A narrative-based summary of the applicant's background investigation. This summary will reflect the below-listed aspects of the background investigation and articulate any concerns that were discovered as a result of the background investigation.
2. A review of the candidate's personal history statement.
3. A photograph of the applicant.
4. Verification of birth and citizenship.
5. Social Security Number (SSN) - Trace & Address Locator verification to determine name and name variations used by the individual such as maiden, divorced or previous names; other names associated with that SSN, current and former addresses associated with that SSN, and date of birth.
6. Employment verification and history.
7. Verification and contacts with the applicant's professional references.
8. Verification and contacts with the applicant's personal references.
9. Education background and verification. This section should verify that the applicant has either graduated from an accredited high school or has passed the General Education Development (GED) Test or has passed the Wyoming High School Equivalency Examination. Copies of transcripts and diplomas from colleges and universities must be included.
10. Military verification and/or Selective Service registrations, including applicable dates of service, branch of military, rank and discharge status, etc.
11. Financial information, including monthly income/expenses.
12. Criminal history that advises of felony and/or misdemeanor convictions.
13. Applications to other Police department agencies, including an examination of the status/dispositions of said applications.
14. Motor vehicle driving history (all states in which applicant held an operators/driver's license), including a copy of the applicant's driver's license and proof of motor vehicle insurance.
15. Drug and/or substance use history.
16. Neighborhood and rent check, including contacts with the applicant's neighbors.
17. Polygraph examination. (Proposer does not administer the polygraph examination, but will provide a statement regarding the results of the examination).

18. Civil suits and legal judgments concerning the applicant (Federal, State and current County of residence).
19. Fingerprint return, demonstrating the results of a Department of Justice and Federal Bureau of Investigation fingerprint check for criminal history. (This is conducted by the Laramie Police Department).
20. A check of wants/warrants information systems, including Albany County CLETS system; National Crime Information Center (NCIC); Department of Justice search of the Child Abuse Central Index. (This is conducted by the Laramie Police Department Records Division).

Minimum Qualifications and Requirements. As a prerequisite for submitting a proposal, Proposers shall possess the following minimum qualifications or abilities:

1. The successful proposer must be properly trained and licensed as required by law, and preferably have prior experience conducting background investigations for law enforcement agencies.
2. Successful proposer must have obtained restrictive licenses or security clearance to permit the collection of verification information for other governmental jurisdictions in the past. References to confirm this verification shall be provided by the proposer.
3. Shall have at least three years of experience conducting background investigations for law enforcement agencies.
4. The City requires that any work performed via the Internet be performed on a secure and encrypted system (e.g., HTTPS (Hypertext transfer protocol over secure socket layer or HTTP over SSL) to prevent loss/theft and exposure of candidate's personal data. The proposer must provide information regarding its protocol in the proposal response.
5. The successful proposer will be required to provide summary invoicing, which is supported by detailed cost descriptions of individual background investigations.
6. The successful proposer, and all of its employees and subcontractors who will perform work under the contract, may be subject to a background investigation, including but not limited to the criteria specified herein. Employees hired after and during the contract term and any subsequent renewal periods may also be subject to a background investigation before they are authorized to perform work under the contract. It shall be the successful proposer's responsibility to notify the City of Laramie Police Department of all newly hired employees.

7. The successful proposer shall comply with all applicable Federal, State, County, and City policies, rules, regulations, laws, and codes, including, without limitation, the Federal Fair Credit Reporting Act (15 U.S.C. § 1681 et seq.).
8. The successful proposer shall keep itself fully informed of, and shall observe and comply with, all laws, ordinances, and regulations which in any manner affect those engaged or employed on any work, the collection of data and information, or in any way affect the performance of any work under the contract, and of all orders and decrees of agencies having any jurisdiction or authority over work performed under the contract.
9. Successful proposer must be available to assist the City should legal action result from the background investigations performed by the successful proposer.
10. The successful proposer shall not release any information to any candidate regarding their pre-employment background investigation without the express written consent of the City of Laramie.

The final scope of work will be negotiated with the selected Contractor(s).

Project Schedule

RFP Issued	Thursday, December 8, 2022
RFP Advertised	Thursday, December 8, 15, and 22, 2022
Questions Due	Thursday, December 29, 2022
Responses to questions provided	Thursday, January 5, 2023
Submittals Due	Thursday, January 12, 2023
Oral Interviews (Tentative)	TBD
Contract begins	TBD

General Requirements

The City reserves the right to reject any or all responses, to waive any informality in any responses, and to select the vendor that best meets its needs. **Responses must be submitted no later than the date and time stated on this RFP cover sheet.** The City will determine which firm best meets the City’s requirements. The City reserves the right to negotiate final pricing and scope of work with the most qualified firm. The City may invite selected firms to meet with the evaluation team at a time to be determined.

Any costs incurred in the preparation of a response, presentation to the City, travel in conjunction with such presentations, or samples of items shall be the responsibility of the respondent. The City assumes no responsibility and no liability for costs incurred by respondents prior to issuance of a contract or purchase order.

The proposer(s) shall furnish the City with such additional information as the City may reasonably require. All data, documents, and other products used or developed during the

performance of services will remain the property of the City.

Proposal Requirements

The vendors/consultants shall submit two original versions of their written proposal as well as one electronic version, that presents their qualifications and understanding of the work to be performed no later than Thursday, January 12, 2023, by 4:00 p.m. (MST). Include all information requested, organized in tabbed sections clearly identified in a table of contents as described in the paragraphs that follow. Any other information thought to be relevant, but not applicable to the enumerated categories may be provided as a separate appendix to the proposal. The following information/documents shall be included in the proposal package to be considered responsive to the Request for Proposals:

A. Experience

- Experience in law enforcement background investigations or any similar work performed

B. References

- Include the name, address, telephone number, and email address for contact persons at five (5) public entities for which comparable services have recently been rendered.

C. Work being proposed

- Description of work activities to be performed
- An acknowledgment of the acceptance of the contracting requirements set forth by the City of Laramie.

D. Cost

- Detailed description of the rate for services and allowance for travel costs and expenses.
- Rates for any additional services that may be added to the contract
- A Rate for expedited services (if available)

E. Final Product

- Provide a statement that the proposer agrees to:
 1. Deliver at least two (2) originals and one electronic (PDF format) of the final report to the Chief of Police (bbrowne@cityoflaramie.org) no later than January 12, 2023, by 4:00 p.m. (MST). The original print version of the proposals can be delivered to the City of Laramie Police Department Attn: Brian Browne, Chief of Police, 406 E Ivinson Ave, Laramie, WY 82070. The electronic version should be emailed to bbrowne@cityoflaramie.org and

F. Additional Services (Optional)

- Provide any other related and recommended products or services not specified in the RFP which may be considered essential or beneficial by the firm. These services should be priced separately from “D” above and shown here.

General Information

The City's website is www.cityoflaramie.org.

Questions

Questions pertaining to this document should be submitted via email with "Questions about Background Investigative Services" in the subject line at least two days prior to the due date to bbrowne@cityoflaramie.org.

Selection Process

The City intends to evaluate the proposals based upon the data presented in response to the RFP.

Response Submittal

All proposals must be delivered to the City of Laramie Police Department no later than 4:00 p.m. local time on Thursday, January 12, 2023. Written proposals must be delivered to the City of Laramie Police Department Attn: Brian Browne, Chief of Police, 406 E. Iverson Ave, Laramie, WY 82070. The Electronic version of the proposal should be emailed to bbrowne@cityoflaramie.org. Proposers will be responsible for delivery of both versions of their proposals to the City before the deadline. Any proposal received after the deadline will not be considered.

The City of Laramie reserves the right to reject any or all proposals at any time with no penalty and to waive immaterial defects and minor irregularities in proposals.

The evaluation of proposals will be done by City personnel. Fee proposals, which are to be submitted with the qualification proposal, will also be taken into consideration.

The duration of this consultant agreement has not been determined.

The City of Laramie does not discriminate on the basis of race, creed, color, ethnicity, national origin, sex, age, or marital status.

The City of Laramie will receive such proposals in the office of and addressed to:

Brian Browne
Chief of Police
Submitted via Email: bbrowne@cityoflaramie.org
(307)-721-5229

Or delivered to:
Brian Browne, Chief of Police
City of Laramie
406 E. Iverson Ave.
Laramie, WY 82070